



Presenting:

How to Save Your Email: Creating Personal Folders in MS Outlook



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Creating Personal Folders in MS Outlook

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Why You Need to Save Your Email using Personal Folders in MS Outlook

If you use Microsoft Exchange Server, your e-mail messages, calendar, and other items are delivered to and stored on the server. Over a period of time, your content may take up the space allocated to your account on the server.

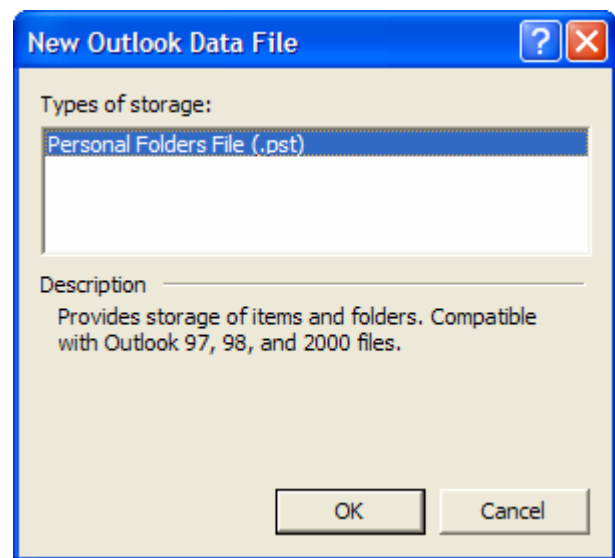
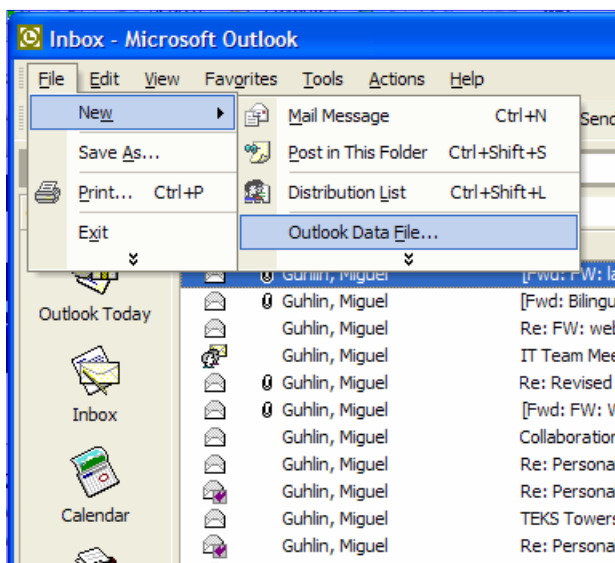
To save space in your e-mail section on the server, your e-mail messages, calendar, and other items can be delivered to and stored locally in a personal folders (.pst) file located on your computer.

The personal folders (.pst) file is the same as in previous versions of Outlook, and is compatible with Microsoft Outlook 2000, Microsoft Outlook 98, and Microsoft Outlook 97.

How to Create a Personal Folders (.pst) File While Outlook is Open

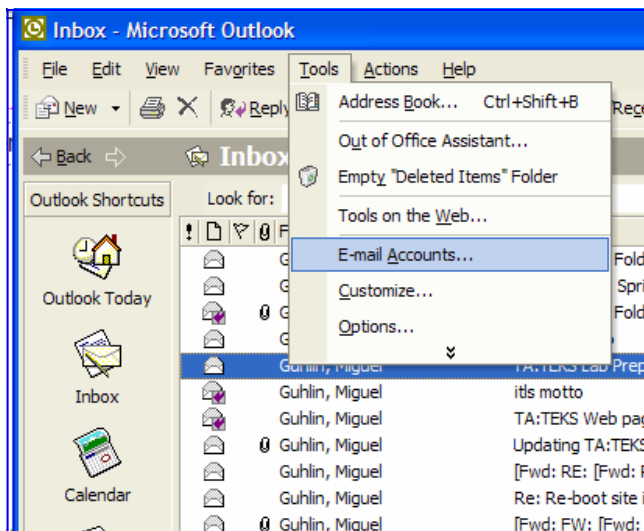
Use the following steps to create a personal folders (.pst) file when Outlook is open.

How to Create a New Personal Folders (.pst) File from the File Menu

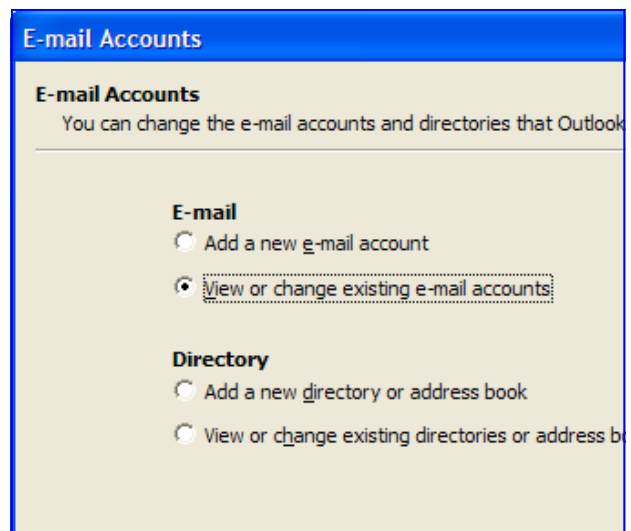


1. On the File menu, point to New, and then click Outlook Data File.
2. Under Types of storage, click Personal Folders file (.pst), and then click OK.

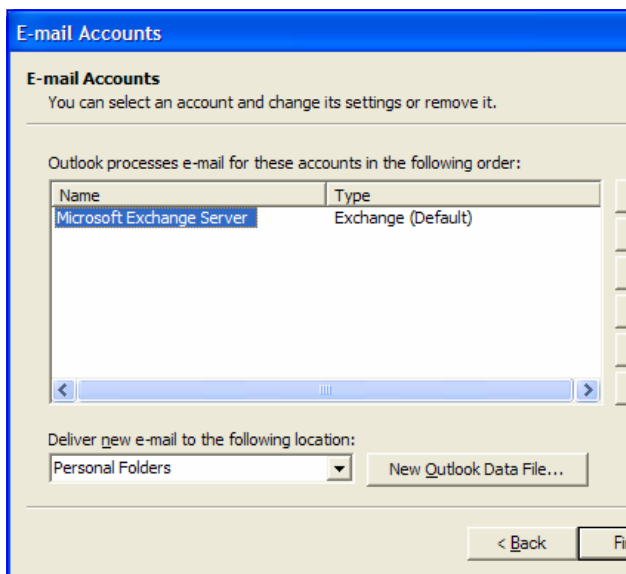
How to Create a New Personal Folders File from the Tools Menu



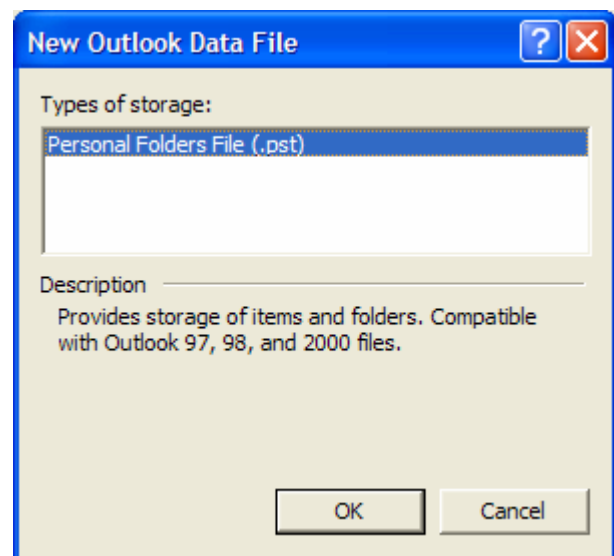
1. While in Outlook, click Tools, and then click E-Mail Accounts to open the E-Mail Accounts dialog box.



2. Under the E-Mail section, click View or Change Existing Email Accounts, and then click Next.



3. In the E-Mail Accounts dialog box, click the New Outlook Data File button.



4. Under Types of Storage, click Personal Folders File (.pst), and then click OK.